



**SIR THOMAS
BOUGHEY**
ACADEMY

Autumn Term School Reopening Frequently Asked Questions – Parents & Carers

1) Is it safe for all staff and students to return to school in September?

The Department for Education (DfE) have stated: 'In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on coronavirus (COVID-19) related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.'

2) Is there flexibility within the implementation of the DfE guidance?

Yes, the guidance states, 'All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances. There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario.'

3) Is attendance compulsory in September and beyond?

Yes. The guidance states, School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply.

4) What health and safety measures will be in place?

We will once again review our health and safety risk assessments. These will be updated following the next government guidance document, which will be available on 11th August, and updated RA will be on our website from Monday 17th August.

There is a requirement that people who are ill with Covid-19 symptoms stay at home.

We will have robust hand and respiratory hygiene measures in place (hand washing and hand sanitiser, cleaning equipment in each classroom, tissues and lidded bins in each classroom.

Enhanced cleaning arrangements.

Active engagement with NHS Test and Trace.

Organisation of the school to limit contacts and maximise distancing between those in school wherever possible. However, the DfE guidance does state, 'how contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible.'

5) When do students need to stay at home?

As per the DfE guidance, we are asking staff and students not to come into school if they have Covid-19 symptoms, or have tested positive in the last 7 days.

6) What if a student becomes ill during the school day?

Again, as per the DfE guidance, anyone developing Covid-19 symptoms during the school day will be sent home.

The symptoms include becoming unwell with a new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell.

When a student (or member of staff) is sent home, they must follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. This guidance states:

- They must self-isolate for at least 7 days.
- They must arrange to have a test to see if they have coronavirus (COVID-19).
- They must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace

We are insisting that the test is taken if a student / member of staff is sent home.

7) How do I book a test?

Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.

The DfE guidance states, 'By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.'

8) What happens if the result of the test is negative?

As per the DfE guidance, 'if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating' and return to school.

9) What happens if the result is positive?

We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

10) What does close contact mean?

- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

11) Do household members of those sent home due to 'close contact' need to self-isolate?

No. The guidance states, 'Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.'

12) Do other members of the household have to self-isolate if a student / member of staff is sent home?

The DfE guidance states, 'other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.'

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

13) Where does the student sit when awaiting collection?

As per the arrangements during the Summer Term, the student will wait in the isolation room, with the window open. If a student requires the toilet when waiting to be collected, the toilet by the new Reflection room will be used. This will then be cleaned before being used by anyone else.

14) Are we going to be regularly testing the temperature of students?

No. Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (Covid-19).

15) At what points during the day will we be insisting on hand washing / hand sanitising?

We will be insisting on hand sanitising when students / staff they arrive at school, return from breaks, when they change rooms and before and after eating.

16) Will we be allowing the use of face coverings?

No. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.

17) Will students need to wear a face covering if travelling to school on public transport?

Yes. Face coverings are required at all times on public transport (for children, over the age of 11).

We will be insisting that all face coverings are removed before students and staff come through the school gates. Face coverings need to be placed in a sealed plastic bag, or placed in a bin.

As per the DfE guidance, 'pupils must be instructed not to touch the front of their face covering during use or when removing them.'

18) Will the rules on Paul's Coaches (dedicated transport) be any different to the rules on the public service bus, such as D&G?

Yes. The guidance states, 'advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.'

19) Are there any other rules about dedicated transport (Paul's Coaches)?

Yes. Students will be asked, where possible, to sit in their year group bubbles and sanitise their hands upon boarding and/or disembarking. Students will still have to wear face coverings.

20) Will each year group have a different toilet block to use?

No because we do not have sufficient toilets for this. The DfE guidance states, 'different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet'.

To reduce the need for different year groups to move out of their zone, the following toilet arrangements will be in place:

Upper School Girls: Far side = Year 10 and 11.

Upper School Girls: Near side = Year 7.

Upper School Boys: Block by entrance = Year 10 and 11.

Upper School Boys: Block by water fountain = Year 7 only.

Lower School = Year 8 and 9.

21) What will the school do to minimise contacts between year groups?

Each year group will have a separate zone, which will be as follows:

Year Group	Rooms
Year 7	Room 28
	Room 29
	Room 19 (Conf)

	Sports Hall
	Library – Tutor Only
Year 8	Room 31
	Room 33
	Room 34
	Room 35
Year 9	Room 9*
	Room 11*
	Room 12
	Room 13
	Room 14
	Room 15
Year 10	Room 20
	Room 21
	Room 22
	Room 23
	Room 24
	Room 25
	Room 26
Year 11	Room 1
	Room 2
	Room 3
	Room 4
	Room 5
	Room 6
	Room 8 *

The DfE guidance states, ‘Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children’s ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)

In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching.’

22) Are there rules on the number of students allowed in a bubble?

No. The DfE guidance states, ‘schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘bubbles’. Whatever the size of the

group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.'

23) What will we put in place to keep staff 2m from students in classrooms?

Every classroom will have a teaching zone for staff, which will be 2m from the first desk. Staff will teach from within their zone.

The reason we are doing this is because the DfE guidance states, 'It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.'

24) Will we be having assemblies?

No. The DfE guidance states, 'groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.' As it refers in this instance to a group, not a bubble, we are taking this to mean one class.

25) What measures will we put in place to keep groups apart?

Do to our site, it is not possible to totally separate year groups. However, in addition to different year group zones, the following will also be in place:

Different Entrances and Exits will be used:

Year 7: Conference Room (red) (Sports Hall at the start and end of the day)

Year 8: English (orange)

Year 9: KW / ST (blue)

Year 10: Pod (yellow)

Year 11: Student Entrance (green)

Different gates will be used in the morning:

Year 7: High Street

Year 8: Station Road – student entrance

Year 9: Station Road – car entrance

Year 10 – Station Road – car entrance

Year 11 – High Street

Students will purchase their food from different locations and at different times:

Year Group	Purchase Lunch	Break Time	Lunch Time
Year 7	Main Hall	Food 10.05-10.20 Social 10.20-10.30	Food 12.20-12.45 Social 12.45-1.15
Year 8	Main Hall	Social 10.10-10.20 Food 10.20-10.30	Social 12.30-12.50 Food 12.50-1.15
Year 9	New Hall	Social 10.10-10.20 Food 10.20-10.30	Food 12.30-12.50 Social 12.50-1.15
Year 10	Pod	Food 10.10-10.20 Social 10.20-10.30	Social 12.25-12.50 Food 12.50-1.15
Year 11	New Hall	Food 10.05-10.15 Social 10.15-10.30	Social 12.30-12.50 Food 12.50-1.15

Students will have different locations at lunch / break:

Indoor Space:

The main hall will be split into three sections: Year 7* will have a third by the stage, Year 8 the middle section and Year 10 will have the section close to where the benches. **

Year 9 will have the use of the new hall.

Year 7 will have the use of the main corridor.

*In the event of a wet lunch / break, it may be necessary to also use the Sports Hall for Year 7.

**Year 7 will walk on the carpet area above the steps in the hall, Year 10 will walk on the wooden floor of the hall, next to the steps.

Outdoor Space:

Year 7: Year 7 Yard

Year 8: Year 8 Yard

Year 9: Quad

Year 10: Upper School Yard (right – back to Rooms 1 – 7)

Year 11: Upper School Yard (left – back to Rooms 1 – 7)

Students will purchase their lunch from different locations:

Year 7: Main Hall – access from the library door.

Year 8: Main Hall – access from the Pod door

Year 9: New Hall

Year 10: Pod

Year 11L New Hall

Doors, corridors and staircases are to be assigned to different year groups:

Year 7: The bridge (28, 29), Conference Room stairs and the PE corridor.

Year 8: Door by Pod

Year 9: Corridor by Room 9, Room 14 and art / technology.

Year 10: Upstairs, main hall and PE corridor. DT staircase.

Year 11: Room 1 – 7 corridor, IT and music corridor.

26) Will we stagger start times, end times, break and lunch times?

No. Although the DfE guidance states, 'groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times' we have made the decision not to stagger start and end times due to the fact that students catching the bus will arrive at the same time and it would inconvenience parents by having to drop off / collect more than one child at different times. However, to minimise contact at the start / end of the day, students will use different entrance / exit points.

In terms of break and lunch times, certain year groups will finish their lesson a little early to allow time for movement to their area.

Year 7 will have an early lunch (12.20pm, rather than 12.30pm).

Year 8 will have an early break (10.05am, rather than 10.10am).

Year 9 will not have an early break or lunch as they are the smallest year groups and have been allocated their own area indoors.

Year 10 will have an early lunch (12.25pm, rather than 12.30pm).

Year 11 will have an early break (10.05am, rather than 10.10am).

The member of staff teaching the students Period 1 (the lesson before break) and Period 3 (the lesson before lunch) will escort their class to the allocated recreational zone and remain with the class until the end of the lesson.

We are aware that the DfE guidance states, 'Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.' However, to minimise contact when moving to break and lunch, we have had to reduce lessons by 5 minutes for 3 year groups and 10 minutes for one year group as we feel this is necessary to keep everyone as safe as possible. This will be constantly under review but we feel it is necessary certainly until students become familiar with the new systems and the various zones.

For the reasons stated above, we decided not to change start and end times, therefore, this was the only option available to ensure all staff were available and all staff had allocated break and lunch times.

27) Can students borrow pens and pencils?

No. The guidance states, 'For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.'

28) Will the school kitchen be open?

Yes. We are currently exploring the option of students ordering their food the night before through an app although further work on this is required and we will communicate further information on this when we know more.

29) Will we be allowing students to have cash for their school lunch?

No. In September, to avoid the handling of cash, the preference will be for all money for school lunch payments to be uploaded in the evening. The area of the school where the cash loader is situated is for use by Year 9 students, therefore not all year groups will be allowed access to this area of the school.

30) Will students be expected to wear school uniform?

Yes. The DfE guidance states we would 'encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.'

However, to avoid the use of the changing rooms, students will arrive to school in their PE kit on days when they have PE.

31) Are we still going to be delivering a broad and balanced curriculum?

Yes. The guidance states that we must 'Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.'

32) What will teaching in September look like?

There will be the need for a range of low stakes assessments to enable us to identify gaps on an individual level. We do not want to put students through a period of formal tests for the first few weeks in September as this will further impact on teaching time. There needs to be a balance of low stakes assessments (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) combined with a formal assessment. Assessments also need to consider the impact on staff wellbeing.

33) How will use the results of assessments?

In-class interventions will be heavily used in the first half term, as this will ensure that the specific needs of individual students are planned for and addressed. Assessments will be used to identify the specific gaps of each individual student and lessons planned accordingly.